

Sample Spreadsheet: Tracking the Use of Funds

ACQUISITION (PROJECT) FUNDS							ADMINISTRATIVE FUNDS		
Date	Transaction	Check #	Purpose	Disbursed	Deposit	BALANCE	Disbursed	Deposit	BALANCE
07/01/96	RFF No. 1				\$0.00	\$0.00		\$5,000.00	\$5,000.00
07/01/96	Roy Jones	1	Reimbursement			\$0.00	\$18.37		\$4,981.63
07/01/96	Pamela Erzfeld	2	Payroll			\$0.00	\$825.00		\$4,156.63
07/02/96	Astern Bell	3	Phone			\$0.00	\$266.16		\$3,890.47
07/06/96	R.M. Garcia Consulting	4	Equip Rental/Service			\$0.00	\$100.00		\$3,790.47
07/06/96	Office 1 Superstore	5	Supplies			\$0.00	\$242.65		\$3,547.82
07/06/96	Worldwide Products	6	Supplies			\$0.00	\$16.23		\$3,531.59
07/07/96	The Daily Post	7	Bid Advertisements			\$0.00	\$414.00		\$3,117.59
07/07/96	Adversity County Inquirer	8	Bid Advertisements			\$0.00	\$126.00		\$2,991.59
07/07/96	Community Center	9	Rent			\$0.00	\$100.00		\$2,891.59
07/12/96	P.W. Electric	101	Lights			\$0.00	\$139.16		\$2,752.43
07/15/96	Astern Bell	102	Telephone			\$0.00	\$155.59		\$2,596.84
07/16/96	Pamela Erzfeld	103	Payroll			\$0.00	\$825.00		\$1,771.84
07/16/96	Michael Lauder	104	Payroll			\$0.00	\$625.00		\$1,146.84
07/22/96	LEON Title	105	Title Work	\$240.00		(\$240.00)			\$1,146.84
07/23/96	Superior Office Supplies	106	Supplies			(\$240.00)	\$275.19		\$871.65
07/25/96	Checks					(\$240.00)	\$37.15		\$834.50
08/01/96	RFF No. 2				\$350,000.00	\$349,760.00		\$0.00	\$834.50
08/01/96	Pamela Erzfeld	107	Payroll			\$349,760.00	\$825.00		\$9.50
08/05/96	LEON Title	108	Title Work	\$1,440.00		\$348,320.00			\$9.50
08/15/96	Astern Bell	109	Telephone			\$348,320.00	\$112.34		(\$102.84)
08/16/96	Adversity County Inquirer	110	Bid Advertisements			\$348,320.00	\$90.00		(\$192.84)
08/16/96	R.M. Garcia Consulting	111	Equip Rental/Service			\$348,320.00	\$100.00		(\$292.84)
08/16/96	Community Center	112	Rent			\$348,320.00	\$100.00		(\$392.84)
08/16/96	Mitchell Realtor	113	Appraisals	\$200.00		\$348,120.00			(\$392.84)
08/16/96	Giselle Moldenhauer	114	Payroll			\$348,120.00	\$370.00		(\$762.84)
08/17/96	Lamb Appraisal	115	Appraisals	\$4,900.00		\$343,220.00			(\$762.84)
08/22/96	Christopher Savage	116	Acquisition	\$33,366.32		\$309,853.68			(\$762.84)
08/22/96	Mr. and Mrs. Henry Smith	117	Acquisition	\$23,988.16		\$285,865.52			(\$762.84)
09/01/96	D'Lorch Locks and Alarms	118	Locks			\$285,865.52	\$45.00		(\$807.84)

RFF = request for funds

This page intentionally left blank.